

Advanced Photon Source

| PROCEDURE | Page 1 of 2 |
|----------------|-------------|
| Procedure #: | 3.1.32 |
| Revision #: | 0 |
| Issue Date: | 6/15/08 |
| Review Period: | 2 years |
| Supersedes: | N/A |
| Last Reviewed: | 10/16/13 |

Safety Committee Records in ICMS

NOTE: Supersedes APS Director's memo dated October 1, 2006, Subject: Safety Committee Records to be kept in ICMS (APS document number APS_1235634).

Revision history:

- No changes made to this procedure since its last review

Prepared by:

S. Davey, AES/ADM

Reviewed by:

J. Lang, ASD/ESH Coordinator

E. Chang, AES/ESH Coordinator

P. Rossi, XSD/ESH Coordinator

Approved by:

W. Ruzicka, AES/Division Director

T. Barkalow, PSC/ESH-QA Coordinator

APS_1259350

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

Safety Committee Records in ICMS

POLICY

The APS Integrated Management System (ICMS) is the electronic repository for records for APS safety committees.

Standing Safety Committees

Each APS safety committee and Technical Review Panel chair is responsible for managing the following committee records in ICMS:

- 1) meeting minutes;
- 2) official correspondence and reports;
- 3) materials submitted for reviews;
- 4) the committee's charter and current membership list.

Each chair is also responsible for managing the *legacy* records of their committee, including: the records of defunct committees whose responsibilities their committee has assumed; and records of the committee that predate the APS Director's October 1, 2006, memo, "Safety Committee Records to be kept in ICMS," ([APS 1235634](#)).

FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#) * to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS 1408152](#)).

* http://centraldocs.aps.anl.gov/comment_form.php